

	<p align="center">Department of Human Services Online Directives Information System</p>	<p align="center">Index: Effective: Review:</p>	<p align="center">POL1220 05/15/2010 12/10/2019</p>
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SUBJECT: Purchasing Cards (P-Cards)

POLICY:

It is the policy of the Department of Human Services (DHS) to use the State Purchasing Card (P-Card) and associated services to support official state government purchases. The Director of Office of Financial Services (OFS) has overall authority to provide administrative oversight of the P-Card program in DHS.

The DHS P-Card Program will be administered in compliance with the State of Georgia P-card Policy issued by the Department of Administrative Services (DOAS), State Purchasing Division (SPD). See link to SPD website for Purchasing Card policy at: http://statepurchasing.doas.ga.gov/00/channel_title/0,2094,35226973_11269725_3,00.html

P-Cards will be issued only to DHS full time employees responsible for making small value purchases. All transactions will be made within the state's single transaction limit (maximum \$4,999) and maximum credit limit (\$20,000). Circumventing the single transaction limit by splitting purchases will result in the termination of the P-card. However, DHS may upon special request and consideration, grant some cardholders a credit limit in excess of \$20,000. Such requests must be submitted to OFS on the **Special Approval Request (Attachment A)**, and will be submitted through OFS to DOAS for review and approval prior to DHS granting a credit limit in excess of \$20,000.

The Director of the Office of Financial Services is responsible for generating and updating procedures to implement this policy.

A. Authority:

1. O.C.G.A. § 50-5-83
2. Use of the VISA® Purchasing Card, as provided for in the terms of the Statewide Contract (see link to statewide contract below):
[http://ssl.doas.state.ga.us/PRSapp/statewide/SWC50755%20\(PS%208.8\)_110107_150109.pdf](http://ssl.doas.state.ga.us/PRSapp/statewide/SWC50755%20(PS%208.8)_110107_150109.pdf) is the only purchasing card authorized for use by state agencies.

B. References:

State of Georgia P-card Policy. See link to SPD website for policy and related documents at website below:
http://statepurchasing.doas.ga.gov/00/channel_title/0,2094,35226973_112697253,00.html

C. Applicability:

All Divisions/Offices of the Department of Human Services including administratively attached agencies.

D. Definitions:

1. Cardholder: A full time employee of DHS whose name appears on the purchasing card.
2. Official State Government Purchases: Necessary goods and services procured solely for efficient performance of cardholder's function as an employee of DHS.
3. Approver (Approving Official): The P-Card approver is identified on the cardholder's P-Card Application as Approver or Alternate Approver. This individual(s) provides prior approval for the transaction, as well as oversight and control over the card usage.
4. Controlled Property: Non-consumable items and equipment that has an acquisition cost of \$1,000.00 or more per single item.
5. Inactive Card: Card for which no transactions have occurred for a period of four (4) consecutive months.
6. Electronic Approver: The individual who approves coding and amounts assigned to individual transactions by the Reconciler in the Team Georgia Marketplace Procurement Card Center or Bank of America Works Program (for DFCS County/Regional Offices).
7. Electronic Reconciler: The individual who assigns the coding for individual transactions in the Team Georgia Marketplace Procurement Card Center or Bank of America Works Program (for DFCS County/Regional Offices).

E. Responsibilities:

1. **Director or Deputy/Assistant Director for DHS Divisions and Offices; and Regional Director or County Director for Division of Family and Children Services (DFCS) county/regional offices will:**
 - a. Establish necessary internal procedures and controls to ensure P-Cards are managed within the Division/Office, or DFCS County/Regional Office in compliance with State Purchasing Card Policy and DHS Policy.
 - b. Determine need for P-Card in the Division/Office, DFCS Region/County.

- c. Determine the individual(s) who should have a P-Card, and assign appropriate individuals as Approver and Alternate Approver.
- d. Verify the credit limit (not to exceed \$20,000) and single transaction limit (maximum \$4,999) for each cardholder.
- e. Ensure that potential cardholder has agreed to, and that a background check and credit check have been completed consistent with O.C.G.A. § 50-5-83.
- f. Make certain that requests for background checks and credit checks are made by qualified personnel within DHS. The DHS Office of the Inspector General is the qualified entity to handle this function. The results of the Background and Credit Checks will be maintained by the Background Investigations Unit under the control of the DHS Office of the Inspector General (See **Attachment G**).
- g. Before authorizing issuance of a P-card, the Division/Office Director will assess the risk involved in providing a P-card to the individual, given the results of the credit check. However, if any background check reveals any misdemeanors or felonies related to financial wrongdoing, theft, or other act of dishonesty, the employee will be considered ineligible to receive a P-card.
- h. Review and approve the **Cardholder Application/Profile** form (see **Attachment B**). Authority may be delegated for approving applications and authorizing P-cards as follows:
 - 1) The Division/Office Director may delegate to the Deputy or Assistant Director for the respective Division/Office.
 - 2) The Division Director of DFCS may delegate to the Regional Director or County Director for the respective Region/County office.
- i. A **Signature Card** (see **Attachment C**) must be completed and submitted to OFS to document individuals who are granted delegated signature authority for P-card applications.

In the case of DFCS county/regional offices, the signature card must be completed and submitted to the DFCS Purchasing Card Administrator to document individuals who are granted delegated authority to approve P-card applications. A copy of the form must be submitted to OFS.

- j. Forward the approved form to the Director, Office of Financial Services for further processing.
- k. Justify continued need for inactive cards on a quarterly basis.

- l. Review need for P-Cards, their assigned credit and single transaction limits, and make requests for adjustments based on semi-annual spend.
- m. Ensure that all employees approved for issuance of P-Card, as well as the Approver and Alternate Approver successfully complete DHS Visa Purchasing Card Training through the DHS Learning Management System (LMS) on an annual basis.
- n. Designate one individual within the Division/Office to serve as the Purchasing Card Coordinator.
 - 1) The Purchasing Card Coordinator will act as a liaison between the Division/Office and OFS DHS Purchasing Card Administrator, receive and distribute P-Cards to the cardholders after successful completion of the DHS Visa Purchasing Card Training, notify the DHS Purchasing Card Administrator of any changes in cardholder or Approver/Alternate Approver status.
 - 2) For DFCS County/Regional Offices, the Purchasing Card Coordinator will act as the liaison between the Region/County and the DFCS Purchasing Card Administrator. This individual will receive and distribute P-cards to the cardholders after successful completion of the DHS Visa Purchasing Card Training, notify the DHS Purchasing Card Administrator of any changes in cardholder or Approver/Alternate Approver Status, as well as any other issues that impact the DHS Purchasing Card Program.

**2. For Divisions/Offices, OFS will; and
For DFCS County/Regional Offices, DFCS will:**

- a. Designate a Purchasing Card Administrator who has been trained in Basic Purchasing Card Principles by DOAS, and is responsible for maintaining and applying current knowledge of the State Purchasing Card Policy in operating the Purchasing Card Program.
- b. Ensure that P-Card applications are received and reviewed for completeness; obtain necessary or missing information; work as a liaison between the applicant (field office staff for DFCS Counties) and the bank; enter essential data for approval and issuance of a P-Card by the bank.
- c. Receive P-Cards from the bank; and notify card holder (P-Card Coordinator and Regional Accounting for DFCS Counties), Approver and Alternate Approver to complete Visa Purchasing Card training through the DHS Learning Management System (LMS).

- d. Provide the cardholder and Approver/Alternate Approver with access to the State Purchasing Card Policy, related resources, and forms necessary for appropriate card use and reconciliation of monthly P-Card statement.
- e. Distribute P-Cards:
 - 1) For Divisions/Offices, cards will be distributed to the designated Division/Office Purchasing Card Contact person,
 - 2) For DFCS County/Regional Offices, cards will be distributed to the designated Purchasing Card Coordinator.
 - 3) Cards will be distributed after receiving confirmation that cardholder and Approver/Alternate Approver have received training, and the Card Holder Agreement (**Attachment D**) has been signed and received in OFS.
- f. Cancel/terminate P-Cards upon request of the Division/Office, or upon notification of cardholder's employment status change (e.g., retirement, transfer to non-DHS employment, etc.).
- g. Take appropriate actions to suspend, cancel/terminate or initiate appropriate actions against any cardholder engaged in misuse or inappropriate use of the P-Card.
- h. Conduct quarterly review of P-card usage to determine inactive accounts.
- i. Request justification for inactive accounts from Division/Office Directors on a quarterly basis.
- j. Receive and review Special Approval Requests (**Attachment A**) submitted by Division/Office Directors on behalf of cardholders. Forward requests to DOAS for review and approval. Notify card holder and Division/Office Purchasing Card Contact of DOAS decision.
- k. Delegate a Purchasing Card Coordinator to assist in the administration of the DHS Purchasing Card Program. Under the direction of the Purchasing Card Administrator, the Purchasing Card Coordinator will:
 - 1) Review card transactions and supporting documentation, either manually or via the Team Georgia Marketplace Procurement Card Center or Bank of America Works Program (for DFCS County/Regional Offices).

- 2) Utilizing approved procedures, communicate as necessary with Cardholders, Approvers, Electronic Reconcilers, and Electronic Approvers, regarding any transactions that appear to be out of compliance with State Purchasing Card Policy, or DHS Purchasing Card Policy. The purpose of such communications may include, but are not limited to incorrect Account Codes, illegible or missing receipts, restricted items, split transactions, professional services, travel expenses, gift cards, controlled property, and lack of supporting documentation or justification for a purchase, etc.

3. Cardholders will:

- a. Undergo a background check and credit check required for being considered for a Visa Purchasing Card, consistent with O.C.G.A. § 50-5-83.
- b. Successfully complete DHS Visa Purchasing Card Training prior to assuming P-Card cardholder responsibilities, and undertake refresher courses annually thereafter.
- c. Sign **Card Holder Agreement (Attachment D)** after completion of training, and submit to OFS.
- d. Understand and maintain current knowledge of State Purchasing Card Policy.
- e. Ensure that the P-Card is maintained in a secure manner, and that the card and/or card number are not shared with any other individual.
- f. Ensure that all transactions are made within individual cardholder's credit limit (maximum \$20,000) and single transaction limit (maximum \$4,999).
- g. Receive prior approval from Approver or Alternate Approver before making purchases. Prior approval must be documented by Approver or Alternate Approver signature on Prior Approval Form (**Attachment E**), or e-mail from the Approver/Alternate Approver prior to purchase.
- h. Log each transaction on Visa Activity Log (**Attachment F**).
- i. Maintain receipts and supporting documentation for purchases, and attach to monthly reconciliation documents.
- j. Adhere to state and departmental purchasing rules and regulations concerning purchasing of supplies and materials.

j. Use the P-card for official government use only and limited to the following **Allowable Purchases**:

1. Equipment – Single units under \$1,000
2. Supplies and materials up to the cardholder's approved Single Transaction Limit and/or approved Cycle limit.
 - i. Single purchase of supplies and materials over \$5,000 can be made for purchases from Statewide Contract (SWC), Agency Contract, or mandatory source:
 - (a) No prior approval is needed to exceed \$5,000. Changes to single transaction limits and monthly cycle limits may be made to accommodate these purchases at the discretion of the P-Card Program Administrator.
 - (b) Documentation must include reference to the SWC or Agency contract number.
 - ii. Open-Market Purchases over \$5,000 can be made under the following circumstances:
 - (a) Purchase has been competitively bid using eRFQ, the Georgia Procurement Registry, or other electronic solicitation tools; and
 - (b) Cardholders have prior, written approval from the local Program Administrator, his/her supervisor, and the State Cards Program Manager using Form SPD-PC003, Purchasing Card Special Approval Request, to exceed the State Single Transaction Limit (STL); and
 - (c) Documentation must include a reference to the solicitation number.
3. Airline tickets and vehicle rentals for State personnel traveling on official State business as defined in the State Travel Regulations published by the State Accounting Office and the Office of Planning and Budget.
4. Food provided for consumption at events or services provided to the general public, state benefit recipients and/or state program participants (other than State employees), or purchased for resale in gift shops, bookstores, etc., and other non-employee meal related use.
5. Purchases of goods or services intended for official State of Georgia work-related use which are not otherwise excluded in the Prohibited Purchases section.

k. Do not use the P-Card for the following **Prohibited Purchases**:

- i. alcoholic beverages
- ii. tobacco products
- iii. cash advances or withdrawals including use of the card or card number at Automated Teller Machines (ATMs), inside bank branches or at cash advance, quasi-cash and money transfer locations such as Western Union, Telecheck, etc.

- iv. controlled property
 - v. entertainment, including in-room movies, except as specifically covered under Allowable Purchases
 - vi. food intended for consumption by State Employees unless the purchase qualifies as a "group meal" according to the State Accounting Office Group Meal Policy
 - vii. gift cards, stored value cards, calling cards, pre-paid cards or similar products
 - viii. employee travel expenses, including lodging, transportation, and meals except specifically covered under Allowable Purchases
 - ix. fuel, repairs, and maintenance of State-owned or rental vehicles (exceptions can be granted upon verification of procedures to enter costs into Maximo, the State's fleet management system administered by the DOAS Office of Fleet Management)
 - x. personal purchases of any kind (Personal purchases are defined as purchases of goods or services intended for non-work related use or use other than official State business.)
 - xi. professional services as defined in O.C.G.A. 14-7-2(2)
- 2) Questions regarding the list of Approved or Prohibited Purchases should be directed to the DHS Procurement Card Administrator.
- 3) Exceptions to the above list of Prohibited Purchases may be approved only by DOAS, SPD. Such exceptions must be requested and approved prior to the charges being made. Requests must be submitted through completion of the Special Approval form, **Attachment A**, and routed through the DHS Procurement Card Administrator.
- 4) Due to the nature of the direct client support performed by DFCS County/Regional Office employees, DOAS, SPD has approved a list of items that may be purchased for DFCS clients. Receipts must be submitted for each purchase made, and must include documentation of client case number or other unique identifier. The approved list for DFCS client services is limited to the following items:
- i. Baby Cribs
 - ii. Baby Supplies
 - iii. Bus tickets
 - iv. Car Seats
 - v. Client meal purchases from restaurants
 - vi. Clothing
 - vii. Diapers
 - viii. Drug test per program policies
 - ix. Film Processing per program requirements

- x Food/Groceries (except for food/groceries intended for consumption of State Employees)
 - xi Formula
 - xii Foster care kids camps and outings
 - xiii Household items for clients
 - xiv Medicine
 - xv Office supplies
 - xvi Safety items (i.e., door alarms, cabinet locks, etc.)
 - xvii School supplies
 - xviii Strollers
 - xix Toys
 - xx Training supplies
- k. Reconcile monthly transactions and submit to Approver or Alternate Approver with supporting documentation for review and signature.
- l. Sign Visa monthly memo statement prior to submission of monthly reconciliation report:
- 1. For Divisions/Offices, monthly report must be submitted to OFS;
 - 2. For DFCS County/Regional Offices, monthly report must be submitted to Regional Accounting.
- m. Submit supporting documentation (i.e., bank card transaction statement, receipts for each transaction, activity log, prior approval documentation, and Basic Expenditure form) for all expenditures to the Office of Financial Services, Accounts Payable Section no later than the 28th of each month following the end of the month of procurement. For DFCS Counties this information is submitted to the respective Regional Accounting Office. The Regional Accounting Office will complete a final review/reconciliation of statements/receipts and account coding prior to payment of invoice.
- n. Not split purchases into small values with the intent of circumventing the Single Transaction Limit (maximum of \$4,999).
- o. Immediately return the P- Card in the event of change in job responsibilities or separation from the Department:
- 1) Division/Office cards will be turned in to OFS;
 - 2) DFCS County/Region cards will be turned in to the Regional Accounting Office.

Any inappropriate use of P-Card by cardholder will be treated as a policy violation and will be investigated by the Department. Disciplinary action

will include one or all of the following: suspension or revocation of P-Card privileges, termination of employment, and/or criminal prosecution.

4. P-card Approver Responsibilities:

The Approver and/or Alternate Approver identified on the Card Holder's Visa Application will be in a position or classification superior to the position of the cardholder and will be held accountable for all transactions approved. The Approver/Alternate Approver will:

- a. Successfully complete the DHS Visa Purchasing Card Training prior to assuming responsibility for approving Visa P-Card transactions, and undertake a refresher course on an annual basis thereafter.
- b. Maintain current knowledge of and ensure that all Visa purchasing card transactions are made in compliance with the State Purchasing Card Policy.
- c. Ensure that potential cardholder has undergone background and credit checks consistent with O.C.G.A. § 50-5-83.
- d. Review and prior-approve all Visa transactions, documenting prior-approval in writing (via e-mail or **Visa Prior Approval Form, Attachment E**).
- e. Review **Visa Activity Log (Attachment E)** to verify appropriateness of items being purchased by cardholder.
- f. Verify that no transactions exceeded the Card Holder's single transaction limit (maximum of \$4,999.00) and/or credit limit (\$20,000.00).
- g. Facilitate timely monthly Visa P-Card statement reconciliation and approval process. Ensure that there is supporting documentation for each transaction, and that monthly reconciliation package contains original documentation for evidence of receipt of goods, credits, logs, statements and records of disputed transactions. Documentation will adequately support the charges, and each transaction must be clearly documented and appropriate.
- h. Document reconciliation review and approval by signing the monthly Visa statement.
- i. Report any irregularities to the Visa Purchasing Card Administrator.
- j. Ensure that card is surrendered and returned to OFS if cardholder's job responsibilities change, or upon separation from the Department.

Any inappropriate use of P-Card by Approver will be treated as a policy violation and will be investigated by the Department. Disciplinary action will include one or all of the following: suspension or revocation of P-Card privileges, termination of employment and/or criminal prosecution.

5. Electronic Reconciler Responsibilities:

a. Team Georgia Marketplace (Peoplesoft) Procurement Card Center Reconcilers:

Utilizing the Team Georgia Marketplace Procurement Card Module, the Reconciler will access and review transactions, add comments and supporting documentation, verify account distributions (chartfields) as needed, and verify the budget amounts.

b. DFCS County/Regional Purchasing Card Reconcilers in the Bank of America Works System

Utilizing the Bank of America Works System , the Reconciler will access and review transactions, add comments and supporting documentation, verify account distributions (chartfields) as needed, and verify the budget amounts. See link to Bank of America Works Payment Manager website below:

<https://payment2.works.com/wpm/bookmark>

6. Electronic Approval

a. Team Georgia Marketplace (Peoplesoft) Procurement Card Center Approvers:

Utilizing the Team Georgia Marketplace Procurement Card Module, the Approver will review and approve the transactions, attached documentation, comments, chartfields and amounts that have been entered by the Reconciler.

b. DFCS County/Regional Purchasing Card Approvers in the Bank of America Works System

Utilizing the Bank of America Works system, the Approver will review and approve the transactions, attached documentation, comments, chartfields and amounts that have been verified by the Reconciler.

F. History:

This is a policy guideline to support the implementation and utilization of the DHS Purchasing Card Manual.

SUBJECT: Purchasing Cards (P-Cards)

Index: POL 1215

POLICY: Department of Human Services

Revised: 10/15/2009

Online Directives Information System

Review: 10/15/2010

It is the policy of the Department of Human Services (OHS) to use the Purchasing Card (P-Card) and associated system to support official state government purchases. The Director of Office of Procurement and Contracts Administration (OPC) has overall authority to provide administrative oversight of the P-Card program in OHS.

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P-Cards will be issued only to OHS full time employees responsible for making small value purchases. All transactions will be made within the state's single transaction limit (maximum \$4,999) and maximum credit limit (\$20,000). Circumventing the single transaction limit by splitting purchases will result in the termination of the P-Card. However, OHS may upon special request and consideration, grant some cardholders a credit limit in excess of \$20,000. Such requests must be submitted to OPC on the **Special Approval Request (Attachment A)**, and will be submitted through OPC to DOAS for review and approval prior to DHS granting a credit limit in excess of \$20,000.

The Procurement and Business Relations Officer in the Office of Procurement and Contracts Administration is responsible for generating and updating procedures to implement this policy.

A. Authority:

1. O.C.G.A. § 50-5-83
2. Use of the VISA® Purchasing Card, as provided for in the terms of the Statewide Contract (see link to statewide contract below):
[http://ssl.doas.state.ga.us/PRSapp/statewide/SWC50755%20\(PS%208.8\)110107_150109.pdf](http://ssl.doas.state.ga.us/PRSapp/statewide/SWC50755%20(PS%208.8)110107_150109.pdf) is the only purchasing card authorized for use by state agencies.

B. References:

State of Georgia P-Card Policy. See link to SPD website for policy and related documents at website below:

[http://ssl.doas.state.ga.us/PRSapp/statewide/SWC50755%20\(PS%208.8\)](http://ssl.doas.state.ga.us/PRSapp/statewide/SWC50755%20(PS%208.8))

C. Applicability:

All Divisions/Offices of the Department of Human Services including administratively attached agencies.

D. Definitions:

1. Cardholder: A full time employee of DHS whose name appears on the purchasing card.
2. Official State Government Purchases: Necessary goods and services procured solely for efficient performance of cardholder's function as an employee of DHS.
3. Prior Approver (Approving Official): The P-Card Prior Approver is identified on the cardholder's P-Card Application as Approver or Alternate Approver. This individual(s) provides prior approval for the transaction, as well as oversight and control over the card usage.
4. Controlled Property: Non-consumable items and equipment that has an

acquisition cost of \$1,000.00 or more per single item.

5. Inactive Card: Card for which no transactions have occurred for a period of four (4) consecutive months.
6. Electronic Approver: The individual who approves coding and amounts assigned to individual transactions by the Reconciler in the Team Georgia Marketplace (TGM) Procurement Card Center or Bank of America Works Program (for DFCS County/Regional Offices).
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E. Responsibilities:

1. **Director or Deputy/Assistant Director for OHS Divisions and Offices; and Regional Director or County Director for Division of Family and Children Services (DFCS) county/regional offices will:**
 - a. Establish necessary internal procedures and controls to ensure P-Cards are managed within the Division/Office, or DFCS County/Regional Office in compliance with State Purchasing Card Policy and DHS Policy.
 - b. Determine need for P-Card in the Division/Office, DFCS Region/County.

- c. Determine the individual(s) who should have a P-Card, and assign appropriate individuals as Prior Approver/Alternate Approver and Electronic Reconciler and Approver.
- d. Verify the credit limit (not to exceed \$20,000) and single transaction limit (maximum \$4,999) for each cardholder.
- e. Ensure that potential cardholder has agreed to, and that a background check and credit check have been completed consistent with O.C.G.A. § 50-5-83.
- f. Make certain that requests for background checks and credit checks are made by qualified personnel within OHS. The OHS Office of the Inspector General is the qualified entity to handle this function. The results of the Background and Credit Checks will be maintained by the Background Investigations Unit under the control of the OHS Office of the Inspector General (See **Attachment G**).
- g. Before authorizing issuance of a P-Card, the Division/Office Director will assess the risk involved in providing a P-Card to the individual. If any background check reveals any misdemeanors or felonies related to financial wrongdoing, theft, or other act of dishonesty, the employee will be considered ineligible to receive a P-Card.
- h. Review and approve the **Cardholder Application/Profile** form (see **Attachment B**). Authority may be delegated for approving applications and authorizing P-Cards as follows:
 - 1) The Division/Office Director may delegate to the Deputy or Assistant Director for the respective Division/Office.
 - 2) The Division Director of DFCS may delegate to the Regional Director or County Director for the respective Region/County office.
- i. A **Signature Card** (see **Attachment C**) must be completed and submitted to OPC to document individuals who are granted delegated signature authority for P-Card applications.

In the case of DFCS county/regional offices, the signature card must be completed and submitted to the DFCS Purchasing Card Administrator to document individuals who are granted delegated authority to approve P-Card applications. A copy of the form must be submitted to OPC.
- j. Forward the approved Cardholder Application/Profile form to the Purchasing Card Administrator for processing.
- k. Justify continued need for inactive cards on a quarterly basis.

- l. Review need for P-Cards, their assigned credit and single transaction limits, and make requests for adjustments based on semi-annual spend.
- m. Ensure that all employees approved for issuance of P-Card, as well as the Prior Approver and Alternate Approver successfully complete OHS Visa Purchasing Card Training through the OHS Learning Management System (LMS) on an annual basis.
- n. Designate one individual within the Division/Office to serve as the Purchasing Card Coordinator.
 - 1) The Purchasing Card Coordinator will act as a liaison between the Division/Office and OPC OHS Purchasing Card Administrator, receive and distribute P-Cards to the cardholders after successful completion of the OHS Visa Purchasing Card Training, notify the OHS Purchasing Card Administrator of any changes in cardholder or Approver/Alternate Approver status.
 - 2) For DFCS County/Regional Offices, the Purchasing Card Coordinator will act as the liaison between the Region/County and the DFCS Purchasing Card Administrator. This individual will receive and distribute P-Cards to the cardholders after successful completion of the OHS Visa Purchasing Card Training, notify the OHS Purchasing Card Administrator of any changes in cardholder or Prior Approver/Alternate Approver Status, as well as any other issues that impact the OHS Purchasing Card Program.

**2. For Divisions/Offices, OPC will; and
For DFCS County/Regional Offices, DFCS will:**

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- b. Ensure that P-Card applications are received and reviewed for completeness; obtain necessary or missing information; work as a liaison between the applicant (field office staff for DFCS Counties) and the bank; enter essential data for approval and issuance of a P-Card by the bank.
- c. Receive P-Cards from the bank; and notify card holder (P-Card Coordinator and Regional Accounting for DFCS Counties), Prior Approver and Alternate Approver to complete Visa Purchasing Card training through the OHS Learning Management System (LMS).

- d. Provide the cardholder and Prior Approver/Alternate Approver with access to the State Purchasing Card Policy, related resources, and forms necessary for appropriate card use and reconciliation of monthly P-Card statement.
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- h. Conduct quarterly review of P-card usage to determine inactive accounts.
- i. Request justification for inactive accounts from Division/Office Directors on a quarterly basis.
- j. Receive and review Special Approval Requests **(Attachment A)** submitted by Division/Office Directors on behalf of cardholders. Forward requests to DOAS for review and approval. Notify card holder and Division/Office Purchasing Card Contact of DOAS decision.
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3. Cardholders will:

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- b. Successfully complete DHS Visa Purchasing Card Training prior to assuming P-Card cardholder responsibilities, and undertake refresher courses annually thereafter.
- c. Sign **Card Holder Agreement (Attachment D)** after completion of training, and submit to OPC.
- d. Understand and maintain current knowledge of State Purchasing Card Policy.
- e. Ensure that the P-Card is maintained in a secure manner, and that the card and/or card number are not shared with any other individual.
- f. Ensure that all transactions are made within individual cardholder's credit limit (maximum \$20,000) and single transaction limit (maximum \$4,999).
- g. Receive prior approval from Approver or Alternate Approver before making purchases. Prior approval must be documented by Approver or Alternate Approver signature on Prior Approval Form **(Attachment E)**, e-mail or electronic requisition from the Approver/Alternate Approver prior to purchase.
- h. Log each transaction as it is made on the Visa Activity Log **(Attachment F)**.
- i. Maintain receipts and supporting documentation for purchases, and submit to Reconciler for attachment to monthly reconciliation documents.
- j. Adhere to state and departmental purchasing rules and regulations concerning purchasing of supplies, materials, and services.

- k. Use the P-Card for official government use only and limited to the following **Allowable Purchases:**

1. Equipment - Single units under \$1,000
2. Supplies and materials up to the cardholder's approved Single Transaction Limit and/or approved Cycle limit.
 - i. Single purchase of supplies and materials over \$5,000 can be made for purchases from Statewide Contract (SWC), Agency Contract, or mandatory source:
 - (a) No prior approval is needed to exceed \$5,000. Changes to single transaction limits and monthly cycle limits may be made to accommodate these purchases at the discretion of the P-Card Program Administrator.
 - (b) Documentation must include reference to the SWC or Agency contract number.
 - ii. Open-Market Purchases over \$5,000 can be made under the following circumstances:
 - (a) Purchase has been competitively bid using eRFQ, the Georgia Procurement Registry, or other electronic solicitation tools; and
 - (b) Cardholders have prior, written approval from the local Program Administrator, his/her supervisor, and the State Cards Program Manager using Form SPD-PC003, Purchasing Card Special Approval Request, to exceed the State Single Transaction Limit (STL); and
 - (c) Documentation must include a reference to the solicitation number.
3. Airline tickets and vehicle rentals for State personnel traveling on official State business as defined in the State Travel Regulations published by the State Accounting Office and the Office of Planning and Budget.
4. Food provided for consumption at events or services provided to the general public, state benefit recipients and/or state program participants (other than State employees), or purchased for resale in gift shops, bookstores, etc., and other non-employee meal related use.
5. Purchases of goods or services intended for official State of Georgia work-related use which are not otherwise excluded in the Prohibited Purchases section.

- l. Do not use the P-Card for the following **Prohibited Purchases:**

- i. alcoholic beverages
- ii. tobacco products
- iii. cash advances or withdrawals including use of the card or card number at Automated Teller Machines (ATMs), inside bank branches or at cash advance, quasi-cash and money transfer locations such as Western Union, Telecheck, etc.
- iv. controlled property

- v. entertainment, including in-room movies, except as specifically covered under Allowable Purchases
 - vi. food intended for consumption by State Employees unless the purchase qualifies as a "group meal" according to the State Accounting Office Group Meal Policy
 - vii. gift cards, stored value cards, calling cards, pre-paid cards or similar products
 - viii. employee travel expenses, including lodging, transportation, and meals except specifically covered under Allowable Purchases
 - ix. fuel, repairs, and maintenance of State-owned or rental vehicles (exceptions can be granted upon verification of procedures to enter costs into Maximo, the State's fleet management system administered by the DOAS Office of Fleet Management)
 - x. personal purchases of any kind (Personal purchases are defined as purchases of goods or services intended for non-work related use or use other than official State business.)
 - xi. professional services as defined in O.C.G.A. 14-7-2(2)
- m Direct questions regarding the list of Approved or Prohibited Purchases should be directed to the OHS Procurement Card Administrator.
- n Request exceptions to the above list of Prohibited Purchases prior to the charges being made. Requests must be submitted through completion of the Special Approval form, **Attachment A**, and routed through the OHS Procurement Card Administrator to DOAS, SPD.
- o For DFCS County/Regional Offices, due to the nature of the direct client support performed, DOAS, SPD has approved a list of items that may be purchased for DFCS clients. Receipts must be submitted for each purchase made, and must include documentation of client case number or other unique identifier. The approved list for DFCS client services is limited to the following items:
- i Baby Cribs
 - ii Baby Supplies
 - iii Bustickets
 - iv Car Seats
 - v Client meal purchases from restaurants
 - vi Clothing
 - vii Diapers
 - viii Drug test per program policies
 - ix Film Processing per program requirements
 - x Food/Groceries (except for food/groceries intended for consumption of State Employees)
 - xi Formula
 - xii Foster care kids camps and outings

- xiii Household items for clients
 - xiv Medicine
 - xv Office supplies
 - xvi Safety items (i.e., door alarms, cabinet locks, etc.)
 - xvii School supplies
 - xviii Strollers
 - xix Toys
 - xx Training supplies
- p. Ensure that documentation of transactions is provided to the Reconciler so that electronic reconciliation can be completed no later than the last working day of the month for the statement period. For DFCS Counties this information is submitted to the respective Regional Accounting Office. The Regional Accounting Office will complete a final review/reconciliation of statements/receipts and account coding prior to payment of invoice. Documentation will include at a minimum, the following:
- i. Prior approval documentation
 - ii. Detailed receipts
 - iii. Activity Log
 - iv. Signed copy of monthly statement
 - v. Comments to clarify transactions or attachments as needed
- q. Sign Visa monthly memo statement prior to electronic reconciliation:
- 1. For Divisions/Offices, monthly statement must be uploaded in Team Georgia Marketplace as part of electronic reconciliation;
 - 2. For DFCS County/Regional Offices, monthly statement must be submitted to Regional Accounting.
- r. Not split purchases into small values with the intent of circumventing the Single Transaction Limit (maximum of \$4,999).
- s. Immediately return the P-Card in the event of change in job responsibilities or separation from the Department:
- 1) Division/Office cards will be turned in to OPC;
 - 2) DFCS County/Region cards will be turned in to the Regional Accounting Office.

Any inappropriate use of P-Card by cardholder will be treated as a policy violation and will be investigated by the Department. Disciplinary action will include one or all of the following: suspension or revocation of P-Card privileges, termination of employment, and/or criminal prosecution.

4. P-Card Prior Approver Responsibilities:

The Prior Approver and/or Alternate Approver identified on the Card Holder's Visa Application will be in a position or classification superior to the position of the cardholder and will be held accountable for all transactions approved. The Prior Approver/Alternate Approver will:

- a. Successfully complete the OHS Visa Purchasing Card Training prior to assuming responsibility for approving Visa P-Card transactions, and undertake a refresher course on an annual basis thereafter.
- b. Maintain current knowledge of and ensure that all Visa purchasing card transactions are made in compliance with the State Purchasing Card Policy.
- c. Review and prior-approve all Visa transactions, documenting prior-approval in writing (via e-mail, electronic requisition, or **Visa Prior Approval Form, Attachment E**).
- e. Review **Visa Activity Log (Attachment F)** to verify appropriateness of items being purchased by cardholder.
- f. Verify that no transactions exceeded the Card Holder's single transaction limit (maximum of \$4,999.00) and/or credit limit (\$20,000.00).
- g. Facilitate timely monthly Visa P-Card statement reconciliation and approval process.
- h. Report any irregularities to the Visa Purchasing Card Administrator as soon as approver is aware.
- i. Ensure that card is surrendered and returned to OPC if cardholder's job responsibilities change, or upon separation from the Department.

Any inappropriate use of P-Card by Prior Approver will be treated as a policy violation and will be investigated by the Department. Disciplinary action will include one or all of the following: suspension or revocation of P-Card privileges, termination of employment and/or criminal prosecution.

5. Electronic Reconciler Responsibilities:

a. Team Georgia Marketplace Electronic Reconcilers:

Utilizing the Team Georgia Marketplace Procurement Card Module, the Reconciler will access and review transactions, ensuring that the following documentation, at a minimum, is included prior to changing the transaction status from Staged to Verified:

- i. Prior approval documentation
- ii. Detailed receipts
- iii. Activity Log
- iv. Scanned copy of monthly statement
- v. Comments to clarify transactions or attachments as needed
- vi. Accurate budget chartfields for each transaction

b. DFCS County/Regional Purchasing Card Reconcilers in the Bank of America Works System

Utilizing the Bank of America Works System, the Reconciler will access and review transactions, add comments and supporting documentation, verify account distributions (chartfields) as needed, and verify the budget amounts. See link to Bank of America Works Payment Manager website below:

<https://payment2.works.com/wpm/bookmark>

6. Electronic Approval

a. Team Georgia Marketplace Electronic Approvers:

Utilizing the Team Georgia Marketplace (TGM) Procurement Card Module, the Electronic Approver will review each transaction, ensuring that the following documentation is included prior to changing the transaction from Verified to Approved status:

- i. Prior approval documentation, at a minimum will include:
- ii. Detailed receipts
- iii. Activity Log
- iv. Scanned copy of monthly statement (signed by cardholder and prior Approver)
- v. Comments to clarify transactions or additional attachments as needed
- vi. Accurate budget chartfields for each transaction

b. DFCS County/Regional Purchasing Card Approvers in the Bank of America Works System

Utilizing the Bank of America Works system, the Approver will review and approve the transactions, attached documentation, comments, chartfields and amounts that have

been verified by the Reconciler.

F. History:

This is a policy guideline to support the implementation and utilization of the OHS Purchasing Card Manual.

G. Evaluation:

The outcomes of this directive will be evaluated by the efficiency and cost savings that will accrue to the Department by:

- 1) Streamlining the procurement, receiving and payment procedures as it relates to small scale transactions.
- 2) Enhanced timely procurement intervention by reducing the administrative processes associated with the traditional purchasing system.
- 3) The savings from the reduction of man-hour and paper work associated with the traditional procurement (i.e., purchase order) process.

H. Authentication:

Commissioner

Date

**STATE OF GEORGIA
PURCHASING CARD PROGRAM**

Attachment A

Special Approval Request Form

Use the "Tab" key to navigate through the form fields.

Instructions:

1. Enter Agency/Institution name and date of request
2. Complete either **Section I** **OR** **Section II** **OR** **Section III**
 - a. Complete Section I, Merchant Category Code Authorizations, for any exceptions related to authorized Merchant Category Codes. Contact Purchasing Card Administrator for assistance in completing this section of the form.
 - b. Complete Section II, Spending Limits, for any exceptions to established Single Transaction or Cycle Limits
 - c. Complete Section III, Other Exceptions for any other exception to the State Purchasing Card Policy
3. Save the file in electronic format (signatures not required) and send via email to:
Pcardapproval@moss.doas.ga.gov (note different style of email address).

Agency/Institution Name: Department of Human Services

Division/Office _____

Date of Request: _____

Section I: Request to (click all that apply):

☐ Create new MCC group ☐ Activate blocked MCC ☐ Create Group and activate MCC

Indicate the MCC and the description for up to five MCCs to include. If more than five MCCs, attach additional Excel spreadsheet or Word document showing number and description.

Name of New Group:

MCC: **Description:**

MCC: **Description:**

MCC: **Description:**

MCC: **Description:**

MCC: **Description:**

☐ Temporary – Indicate beginning and ending dates: _____ through

☐ Permanent

Justification (limit 500 characters and spaces):

Required Signatures: Department Head, Card Program Administrator.

Section II: Spending Limits:

Cardholders can receive approval for one or more of the following spending limit exceptions. Click the box next to each spending limit exception requested, enter the desired levels, and justify the request below.

- ☐ Cycle Limit >= \$20,000 (enter desired level): _____
☐ Single Transaction Limit >= \$5,000 (enter desired level): _____

Vendor Name(s): _____

Contract Number(s) if Applicable: _____

Average Cycle Spend for Last Six Months: [Error! Not a valid bookmark self-reference.](#)
(Required)

Justification for increased spending limits (limit 500 characters and spaces):

Section III: Other Exceptions to Statewide Policy:

- ☐ Fleet Repair & Maintenance ☐ Purchase of Food (other than Policy-approved)
☐ Purchase of other goods or services prohibited by State policy ☐ Other Policy Exception

**Justification for Other
Policy Exception:**

Cardholder(s): _____

Approvals: By clicking on the check boxes below, we certify that we have obtained the approval for this request from the person(s) shown.

Department Head ([DHS Division/Office Director](#)) _____

Approved: ☐ Yes

Other Approval (if required): _____

Approved: ☐ Yes

Program Administrator: [Annette Bazhaw, DHS Purchasing Card Administrator](#)

Approved: ☐ Yes

FOR OFFICIAL USE ONLY		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Conditional Approval
Reason:		
By: Title:		
Date:		

Department of Human Services
PURCHASING CARD PROGRAM
Cardholder Application/Profile Form
 (Use "Tab" key to navigate through fields)

Division/Office Name: DHS/

Check the appropriate box for the type of request:

- ☐ New Cardholder Request
- ☐ Cardholder Profile Change Request

Cardholder Name:	Employee ID:	Cardholder Signature:
Cardholder Division/Office Mailing Address:		Cardholder Phone Number:
Default Account: (Required)		Cardholder E-Mail Address:
Single Transaction Limit: < \$5,000		Default Category / Account Code: (Optional)
Name of Division/Office Director Authorizing Card and attesting that Criminal Background and Credit Check have been completed:		Monthly Credit Limit: (less than \$20,000)
Approver Name:		Signature of Division/Office Director or Authorized Designee per DHS ODIS POL 1215:
Alternate Approver Name:		Approver Signature:
		Alternate Approver Signature:

IMPORTANT:

Form will not be considered complete until all required signatures are affixed.

Submit form to DHS Office of Financial Services, Attn: P-Card Administrator

FOR DHS OFFICE OF FINANCIAL SERVICES USE ONLY

☐ Approved ☐ Disapproved

Reason:

By: _____ Title: Entity Purchasing Card Program Coordinator

Date: _____

Georgia Department of Human Services Division/Office

Division/Office Director Authorized Designees
for Purchasing Card Applications

Effective Date: _____

(Positions eligible to be Authorized Designees are identified in ODIS POL 1215, Purchasing Cards, Section E-1, d)

1. Name: _____

Specimen
Signature: _____

Position Title	Telephone Number:
_____	_____

2. Name: _____

Specimen
Signature: _____

Position Title	Telephone Number:
_____	_____

3. Name: _____

Specimen
Signature: _____

Position Title	Telephone Number:
_____	_____

Division/Office Director Signature

Department of Human Services
Visa Purchasing Card Cardholder and Approver Agreement

The State of Georgia is pleased to present you with this Purchasing Card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect State of Georgia assets.

I, _____, Employee ID # _____, hereby acknowledge receipt of a DHS Purchasing Card, Card Number ending in (last 4 digits), a VISA® card issued by Bank of America, that will only be used to acquire materials and supplies for DHS. I agree to comply with the following terms and conditions relating to my use of the Purchasing Card.

1. As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the Purchasing Card Policy and Purchasing Card User's Guide. I have received a copy of the Purchasing Card Policy and confirm that I have read and understand its terms and conditions. In addition, I have completed the required Purchasing Card Training.
2. I understand that DHS is liable to Bank of America for all charges I make on the Purchasing Card.
3. I agree to use the Purchasing Card for authorized official business purchases only and agree not to charge personal purchases. I authorize DHS whatever steps are necessary to collect an amount equal to the total of the improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law.
4. I agree to notify the DHS Purchasing Card Program Coordinator via e-mail or fax (404-656-0804) if my name or contact information changes. I further acknowledge that name changes will require proof of change, i.e. copy of marriage license and/or decree of legal change.
5. If the Purchasing Card is lost or stolen, I will **immediately** notify Bank of America at 1-888-449-2273. I will also notify the DHS Purchasing Card Program Coordinator, in writing, at the first opportunity during normal business hours.
6. I understand that improper or fraudulent use of the Purchasing Card may result in disciplinary action, up to and including termination of my employment. I further understand that DHS or State Purchasing may terminate my right to use the Purchasing Card at any time for any reason.
7. I agree to surrender the Purchasing Card immediately upon request or upon termination of employment for any reason.

 Card Holder Name (Print/Type)
 Division/Office:

 Card Holder Signature and Date Agreed/Signed
 Phone/E-mail:

Approver/Alternate Approver:

I have satisfactorily completed the DHS Purchasing Card Training and have received a copy of the Purchasing Card Policy. I understand my responsibilities as an Approver for the above-listed cardholder. Furthermore, I understand that I, as well as the card holder will be held accountable for all Visa Purchasing Card charges which I approve.

 Approver Name (Print/Type)
 Division/Office:

 Signature and Date Signed
 Phone/E-mail:

 Alternate Approver (Print/Type)
 Division/Office:

 Signature and Date Signed
 Phone/E-mail:

Entity Purchasing Card Program Coordinator:

 P-Card Administrator

 Signature and Date Signed

Approver Name: _____
Alternate Approver Name _____

The Card Holder is the ONLY person who can use the Visa Purchasing Card. Use by any other individual is prohibited and will result in suspension of the card and appropriate disciplinary action of the Card Holder and the Approving Authority.

1. Statewide Contracts
2. Agency Contracts
3. Georgia Correctional Industries (GCI), Georgia Enterprises (GEPS) or Georgia Industries for the Blind (GIB)
4. Open Market Purchases

All transactions must be prior-approved by the Approving Authority or Alternate Approver identified on the Card Holder's Visa Card Application. Prior approval may be via e-mail or on this form. Form (or e-mail) must be submitted with Visa Monthly Reconciliation Package to OFS for payment processing.

[illegible]

DHS Visa Activity Log

Cardholder Name _____ Reviewed By (Approver Name) _____

Division/Office and Work Unit Name: Error! Not a valid bookmark self-reference.

Cardholder Telephone #: _____ Report Beginning/Ending Date: *(log should be consistent with Visa Statement Period)*: _____

Transaction Date	Merchant Name	Description of Purchase	Transaction Amount	Disputed Items	Delivery Date

I certify that I have made all of the listed transactions on behalf of DHS and that they comply with the established procedures for using the purchasing card purchasing regulations.

I certify that I have reviewed all of the charges, invoices/receipts, and charging information for the above purchases. All charges and documentation comply with State and DHS all charging information is complete and correct.

Card Holder Signature and Date

Approver Signature and Date

The Department of Human Services Office of the Inspector General
Background and Credit Check Procedure
Visa Purchasing Card

DHS meets the background requirements for Background Checks under O.C.G.A. 50-5-83 because every DHS Employee undergoes a State and National Fingerprint check during the hiring process. The background results are evaluated under DHS Policy 504 for suitability for employment. Under the provisions of O.C.G.A. 50-5-83 a new layer of evaluation must be performed in order to determine the employee's suitability for being issued a Visa Purchasing Card in accordance with state law, DOAS and OHS policy. Below are the procedures for meeting the above requirements:

Hiring Authority Responsibility:

1. Each DHS Division or Office must decide who will receive the results of the Criminal Background/Credit Check. Each OHS Division or Office must notify the Background Investigations Unit personnel within 5 working days of any changes to personnel who are to receive these results.
2. The hiring authority or designee must determine if employee will require a P-Card for their job duties.
3. The hiring authority or designee must have the employee complete and sign the Applicant Live Scan form, and check the box to request that a Credit Check be completed along with the background of the employee.
4. The hiring authority or designee must place the employee's **Original Hire Date** on the Policy 504 Consent Form.

For existing employees that are going to be issued or have their P-Card Privileges renewed, the authorizing manager or designee will complete the OHS Purchasing Card Consent for Release of Information form (**Attachment G-1**) and indicate on the form that a Criminal Background and Credit Check on the employee is needed and have the employee sign the form.

5. The completed and signed form will be submitted in person, by fax, or mail to the OHS Background Investigations Unit designee for processing.
6. Incomplete forms will be returned to the requesting Division or Office with a note as to what needs to be completed on the form.

OHS Background Investigations Unit Responsibility

1. The Background Investigation Unit designee will check daily for completed Policy 504 (Consent for Release of Information) forms that need processing.
2. For employees who have not had a background check within the last 2 years, a criminal background check will be completed through the Georgia Crime Information Center (GCIC) Terminal, in accordance with all laws, rules and regulations concerning access to Criminal History Record Information (CHRI).
3. Once the Criminal Background Results are received the results will be evaluated for any convictions that would preclude the issuance of a Visa P-Card in accordance with O.C.G.A 50-5-83 and OHS Policy.
4. Once the evaluation has been made, and a determination of the employee's fitness to receive a P-Card has been determined, the Background Investigations Unit designee will notify the requesting agency designee in writing the results of Criminal Background and Credit check.
5. Criminal Background and Credit Checks will be completed and returned within 5 working days of the receipt of the request. If there are going to be delays in completing these requests, the employee conducting the checks will notify the OIG Business Operations Manager and the affected Division or Office of the delay and provide an expected time of completion.
6. Access, Care, and Control of Criminal and Credit Records will be handled in compliance with all State and Federal laws, rules, and regulations governing such information.

I hereby give my consent for a Criminal History and Credit Check. I understand that this is a required check under O.C.G.A 50-5-83 for the issuance of a State of Georgia Purchasing Card. I understand that my criminal history record will be checked through the Georgia Crime Information Center (GCIC) and the Federal Bureau of Investigation (FBI) Interstate Identification Index (111). I understand the check may be made through a Name Search or based on Fingerprints submitted during the employment process with the Department of Human Services. I understand that the information received from any Criminal History Databases will be reported to the Department of Human Services, Office of the Inspector General for evaluation and determination of my eligibility to receive a State of Georgia Purchasing Card. If I accept the issuance of a Purchasing Card in my name, I give consent for periodic Criminal History Background and Credit Checks during the time that I am an authorized user of a state Purchasing Card while employed with the Department of Human Services. I also acknowledge that providing false information or failure to disclose any information pertaining to my identity or criminal history may be a violation of O.C.G. A. 16-10-20.

Address:	Number	Street Name
----------	--------	-------------

Soc. Sec.#: _____ Date of Birth: _____ Race: __ Sex: __
(01/01/2000)

HT:--- WT:--- Eye Color: , Signature of Place of Birth:

Applicant/Employee

Date _____

OHS Organization/Unit

Contact Person

Phone Number

Fax Number